



**MONTANA**  
**SCHOOL** *for the*  
**Deaf & Blind**

*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000 V/TTY  
406.771.6164 FAX  
[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT:** Montana School for the Deaf and the Blind

**DIVISION:** Residential

**JOB TITLE:** Behavioral Counselor-Girls

**STARTING SALARY:** \$29,181 entry BA – entry MA \$31,887

**BENEFITS:** Full Insurance Package

**START DATE:** August 25, 2014

**LOCATION OF JOB:** Montana School for the Deaf and the Blind

**SUPPLEMENT REQUIRED:** No

**STATUS:** Permanent, Full Time

**PAY BAND:** Exempt ungraded

**POSITION NUMBER:** 51300412

**BARGAINING UNIT:** MEA-MTF 072

**CLOSING DATE:** July 28, 2014 or until filled

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**TYPICAL DUTIES:** Provide general guidance to deaf, hard of hearing, and visually impaired students, and specific behavioral support students who have social, emotional, or behavioral problems. Provide support and guidance to the Cottage Life Attendants dealing with students who are experiencing behavioral problems. Assist in the development and implementation of behavioral management programs.. Gather and present data and information related to the cottage program at IEP/CST meetings in relation to student performance and social development in the areas of: communication skills, occupational realities, self image, personal hygiene, peer relationships, mental hygiene and interpersonal relationships. Coordinate individual student and group behavior management and counseling programs with education staff. Maintain schedules and assist students with weekly phone calls home. Maintain records related to their counseling program. The counselor also maintains quarterly records and mails reports to parents as well as conducts annual Burk's Behavioral reports for students on their caseload. Arrange, organize, and supervise evening and weekend activities for D/HH and VI students. Schedule and transport students to individual activities such as guitar lessons, basketball practices and games, hunter's safety, etc. Schedule and transport students to group activities such as birthday parties, games, performances, fairs, etc. Plan, arrange and organize group parties for both residential and day students such as Halloween, Christmas, Super Bowl, fun runs, fairs, etc. Arrange, organize, and supervise evening and weekend activities for D/HH and VI students.

Incumbent works under the direction of the Supervising Counselor. Assist Supervising Counselor in office management on weekends; and other duties as assigned by the Dean of Students. Works night and weekends. Serves as a member of the school's mental health team.

**EDUCATION & EXPERIENCE:** Bachelor's or Master's Degree in the area of Behavioral Sciences, Education of the Hearing Impaired or Visually Impaired. Red Cross, CPR, and other related training is highly desirable. Other combinations of education and experience, which could provide these knowledge's, skills and abilities, will be evaluated on an individual basis. Three to four years experience in working with youth is highly desirable.

**SPECIAL PERSONAL CHARACTERISTICS:** Must have an understanding of the unique problems experienced by children with vision or hearing loss; interest and concern for the safety and welfare of children; ability to observe and identify problems; willingness to assume instructional role with students; willingness to work differing shifts as needed; tact and patience with students, parents and staff; and dress appropriate for the assignment.

**OTHER QUALIFICATIONS:** The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of “Advanced” within 3 years of the date of hire.

Must have strong communication skills; basic understanding of behavioral principles; strong self-direction and leadership skills; experience in dealing with emotional challenged students. Experience in working with hearing impaired or visually impaired children in a residential setting is highly desirable.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel, or run. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The nature of the work requires the employee to walk or stand for a majority of their shift. The employee is required to climb stairs, bend, stoop, reach and handle objects. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position requires frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to tolerate extreme weather conditions, and exposure to unpleasant sights, sounds, and smells depending on individual student and program needs. Must be able to remain standing for extended periods of time. Must be able to maintain composure under stress and not be easily physically or verbally intimidated or provoked by students as they may be unpredictable, uncooperative, demonstrate physical aggression, or serious, injurious behavior.

**SPECIAL INFORMATION:** *MSDB IS A RESIDENTIAL SCHOOL FOR CHILDREN.* Grades encompassed in this program include elementary, middle school, and high school levels. The work schedule may also be adjusted temporarily or permanently for reasons such as training, meetings, student needs, agency needs, emergencies, etc.

This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given.

Proof of negative results of tuberculosis skin test or chest x-ray is required prior to the first day of employment.

All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with this agency, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation prior to consideration of the recommendation for employment.

Additionally, an “Applicant Release Form” must be completed and signed as part of the application. Students travel home per the school calendar approximately every two weeks. Staff are only scheduled to work when students are on campus and in the cottages. During travel weekends residential staff may be scheduled to work less than 40 hours per week.

The successful candidate must be able to see/hear respond to fire alarms and provide instructions with verbal/sign language commands for the safe evacuation of students.

**APPLICATION & SELECTION PROCESS:** Selection procedures to be used in evaluating applicants’ qualifications may include an evaluation of the Montana State Application form and application supplement; a structured interview; a performance test and reference checks. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91). Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicable transcripts and resume.
3. Applicants claiming the Veteran’s and Handicapped Person’s Employment Preference (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.

Application materials can be obtained from any Job Service Office. Applications will be rejected for late, incomplete or unsigned application materials.

**COMPENSATION:** This position is a contracted position (185 days) over nine-months (this will be pro-rated depending on date of hire). Salary is determined by the schedule as per the Collective Bargaining Agreement. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include deferred compensation program and public employees retirement system. Employees earn approximately 3.69 hours of sick leave for each 80 hours pay period worked and employees who qualify are entitled to up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**BENEFITS:** Full Insurance package. Other benefits include deferred compensation program and retirement. Employees earn approximately 3.69 hours of sick leave for each 80 hours pay period worked and employees who qualify are entitled to up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant’s qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. Late, incomplete or unsigned **applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 04/09). Portions of the application may be photocopied if legible.
2. References from previous three employers.
3. Applicants claiming the Handicapped Person’s Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

**REASONABLE ACCOMMODATIONS:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Mr. Kelly, Dean of Students at 771-6120 (Text Telephone users may call 771-6120).

**INQUIRIES AND REQUEST FOR APPLICATION:** Any Montana Job Service, locally 1018 7<sup>th</sup> Street South, Great Falls, Montana, 406-791-5800 or the Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana, 406-771-6000 or the School's website: [www.msdb.mt.gov](http://www.msdb.mt.gov).

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

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**EMPLOYMENT PREFERENCE** - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov/statejobs>. You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000